
Leadership Academy 2021

**Vice President
of
Music and
Performance**

Overview

- **Introductions**
- **Chapter Mission Statement**
- **The Music Leadership Team**
- **Planning & Budgeting**
- **Chapter Meetings**
- **Quartet Support and Development**
- **Recruiting, Orientation & Retention**
- **Chorus Membership Requirements**
- **Performances**

Chapter Mission Statement

- **Defines Chapter goals**
- **Includes stated musical objectives of the membership**
- **Supported by members, committees, Board**
- **Published and prominently displayed**
- **Guide for the Music Team**

Standard Chapter Organization

- **Board of Directors**
 - **President**
 - **Secretary/Treasurer**
 - **VP Music & Performance (VP Program)**
 - **VP Chapter Development**
 - **VP Marketing & PR**
- **Music Leadership Team**
 - **“...provide the best possible music program and enjoyable chapter meeting....sing and have fun at the same time.”**

Overview

- Introductions
- Chapter Mission Statement
- **The Music Leadership Team**
- Planning & Budgeting
- Chapter Meetings
- Quartet Support and Development
- Recruiting, Orientation & Retention
- Chorus Membership Requirements
- Performances

The Music Leadership Team

Why have a Music Team?

- **Benefits to the Music Team structure:**
 - **Communications**
 - **Planning and Goals**
 - **The Chapter Meeting**
 - **Developing Talent**
 - **Music Quality**
 - **Membership Retention**
- **The Four C's:**
 - **Caring, Consistency, Cooperation, Communication**

The Music Leadership Team

- **Getting the Music Team started**
 - **Assessing chapter strengths and weaknesses**
 - **Overcoming resistance**
 - **Chapter Mission Statement**
 - **Music Team Organizational Meeting**
 - **Chaired by VP of Music & Performance**
 - **President, Chorus Director, other players**
 - **Chapter Counselor, District representative**
 - **Meeting Objectives**
 - **Select Music Team Members**
 - **Define Duties and Responsibilities**
-

The Music Leadership Team

Small Chapter Composition in bold

- **VP Mu&P**
- **Chorus Director**
- **Section Leaders**
- **Chorus Manager**
- **Librarian**
- Program Coordinator (VP)
- Ass't or Assoc. Dir.
- Vocal Coaches
- Presentation Coaches
- Row Captains
- Contest Coordinator
- Wardrobe Manager
- Property Manager
- Make-up manager
- Production Director
- Repertoire Coordinator

VP of Music & Performance Qualifications & Responsibilities

- **Organizational skills**
- **Communicator**
- **Delegate**
- **Dedicates extra time**
- **Knows chapter members**
- **Some musical background**
- **Recommended three years in Society**

Program VP / Coordinator

- **Puts the MT plan into action on weekly basis**
- **Establishes weekly Chapter Meeting Schedule**
- **Coordinates with CD, VP M&P and chapter officers for their requirements and support**
- **MCs chapter meeting**
- **Needs excellent planning skills and likeable personality**

Chorus Director Duties

- **Develop yearly music plan**
- **With VP of Mu&P - selects music team**
- **Oversee MT members who deal with chorus musically**
- **Conduct weekly chorus rehearsal**
- **Direct all public performances**
- **Aid in repertoire selection**
- **Attend all MT meetings and planning sessions**
- **Supervise and/or conduct craft sessions**
- **Assist in developing standards for performing chorus**
- **Supervise voice placements**
- **Encourage Quarteting**
- **Attend Director Schools**

Selecting a Director

- **Form Director Selection/Search Committee**
 - Board, MT, Members at large
 - Review goals, history, set criteria, plan & schedule
 - **Who's out there - who can help you find out?**
 - **Make list of candidates; both solicited and not**
 - **Parse the list to A&B - call the A list**
 - **Determine interest and adherence to criteria**
 - **Set up audition schedule**
 - **Conduct auditions & interview - chorus votes**
 - **Select / notify new CD - informal agreement**
 - **Notify other candidates**
 - **Complete music director contract**
-

The Chorus Director

Rocky Impossible vs Joe Barbershopper

- **Dictatorial**
 - My way or highway
 - Does it all
- **Big ego - big salary**
- **Making a name (just passing through)**
- **Three hour chorus rehearsal**
- **Selects music too hard for chorus**
- **It's everyone else's fault!**
- **Empathetic**
- **Compassionate**
- **Excellent leader**
- **Great musical sense**
- **Awesome hands**
- **Perfect pitch**
- **Realistic expectations**
- **Something for everyone**

Chorus Director & Music Team Working Together!

- **The Chorus Director is The Man**
- **CD must trust and have rapport with team**
- **Team must support the CD - be prepared!**
- **Music Team develops music program based on Chapter Mission Statement - should be planned, annual program, constant review**
- **Selects repertoire - based on chorus capabilities**
- **Presentation plan supports repertoire**
- **Major thrust of cooperation is toward weekly meeting**
- **Communication is key**

Chorus Director and VP Mu&P Their Relationship

- VP of Mu&P is an elected, voting member of the chapter board - he is the athletic director - the music program administrator - direct link between board and music team**
- CD is hired or appointed by Board - he is the head coach - accountable for music teaching and performance of the chorus**
- These two are primarily responsible for the total chapter music program**

Chorus Director and VP Mu&P Working Together!

- **Mutual respect is important**
- **Understand each others responsibilities**
- **Allow each other to exercise responsibilities**
- **Maintain constant communication concerning the chapter music program**
- **Focus on today, but work toward tomorrow's goals**

Let Each Other Do His Job - VP Mu&P

- VP of Music and Performance is an administrator and an organizer. Provides administrative and logistical support to music team that allows music team to run the music program - carries music team message to board and sells it!**
- He may have some musical acumen, but that's not his forte - he should not try to run the chapter music program - nor should he allow the board to do likewise!**

Let Each Other Do His Job - Director

- **The Chorus Director is responsible for all aspects of the chapter music program**
- **Develops music program based on long range chapter goals - selects section leaders**
- **Develops weekly music plan for chapter meeting and is responsible for it's conduct**
- **Avoids chapter politics – attends board meetings if requested or when he feels it is vital to his functioning within the Chapter**

Overview

- Introductions
- Chapter Mission Statement
- The Music Leadership Team
- **Planning & Budgeting**
- Chapter Meetings
- Quartet Support and Development
- Recruiting, Orientation & Retention
- Chorus Membership Requirements
- Performances

Yearly Planning Meeting

- **Hold before Board Planning Mtg - late Fall weekend**
 - **MuVP and CD plan agenda**
 - **Establish / Review / Renew long term goals**
 - **Review year's musical program/progress**
 - **Accomplishments? Attained goals? Objectives?**
 - **What worked well? Not so well?**
 - **Music selection OK? Review repertoire**
 - **Evaluate Performance Standards**
 - **Review Music Team composition and members**
 - **Establish / Confirm yearly goals and measures**
 - **Plan the musical calendar**
 - **Develop proposed yearly music budget**
-

Planning the Musical Calendar

- **Schedule the year: shows, retreats, schools, competitions, Singing Valentines**
- **Plan Recruitment, Orientation, and Retention**
- **Plan Coaching**
- **Plan Community Education and Outreach**
- **Plan Youth and Senior Outreach**
- **Plan Quartet Activity**
- **Plan Chapter Meetings**

Budget Development

- **Director fees or expenses**
- **Music**
- **Schools and training**
- **Learning tracks, books and supplies**
- **Coaching fees and expenses**
 - **District Coach reimbursement program**
- **Retreats**
- **Uniforms**
- **Conventions**

Overview

- Introductions
- Chapter Mission Statement
- The Music Leadership Team
- Planning & Budgeting
- **Chapter Meetings**
- Quartet Support and Development
- Recruiting, Orientation & Retention
- Chorus Membership Requirements
- Performances

The Chapter Meeting

- **Plan a variety of activities for each meeting**
 - **Vocal warm-up - care of instrument**
 - **Chorus Rehearsal - follow the leaders**
 - **Craft - learn**
 - **Business Meeting - announcements**
 - **Break - relax**
 - **Fun singing (Barberpole Cat, Harmony Classics, etc.)**
 - **Quartet Activity - build confidence**
 - **Woodshedding / Tags - train the ear**

The Chapter Meeting

- **Generic Meeting Night Format**
 - **8:00** Begin on time - PVP as MC – The Old Songs
 - **8:05** Warm-up
 - **8:15** Chorus rehearsal - new music
 - **9:00** Fun sing, tags, woodshed
 - **9:10** Break
 - **9:20** Business meeting (do you have a weekly bulletin?)
 - **9:30** Chorus rehearsal - current repertoire
 - **10:10** Fun program; quarteting, other activity
 - **10:25** Closing; Keep The Whole World Singing
 - **10:30** Coffee, woodshedding, tags, fellowship, afterglow

The Chapter Meeting

- **Other Activities (organized by PVP)**
 - **Learn more about the judging categories**
 - **Watch Society video tapes**
 - **Alumni night**
 - **Quartet appreciation night**
 - **Take a mystery bus trip (chapter exchange)**
 - **Honor past presidents**
 - **Hold a “strictly-NOT-barbershop” night**
 - **Organize a community/holiday chorus**
 - **Lights out and listen**
 - **Sponsor appreciation night**

The **M**usic **L**eadership **T**eam During Chapter Meetings

- **Voice placement and auditions - Auditions Team**
- **Warm-up - good vocal teacher**
- **Fun singing & woodshedding - tagmeister**
- **Quarteting**
- **Every activity should involve craft**
- **Sectional rehearsals - section leaders**
- **Chorus rehearsal - repertoire & new music under direction of CD (or Ass't)**

Teaching Methods

- **Director brute force**
- **Piano accompaniment**
- **Learning tracks/CDs**
- **Sectionals**
- **Taping for assessment/training**
- **Weekly taping with personal recorder**
- **Quartet teaching**
- **Section Leaders**
- **Written lesson plan for team**

MLT Post-Chapter Meeting Review

- **Chaired by the VP Mu&P**
- **Review meeting results - objectives met?**
- **Review / Revise next week's plan from Master Plan**
- **Review audition results**
- **Other musical issues**
- **Refine actions during week**

Overview

- Introductions
- Chapter Mission Statement
- The Music Leadership Team
- Planning & Budgeting
- Chapter Meetings
- **Quartet Support and Development**
- Recruiting, Orientation & Retention
- Chorus Membership Requirements
- Performances

Why Have a Quartet Program?

- **Membership Enjoyment**
 - Organized quartets (Registered or otherwise)
 - Informal quarteting, tagging
 - VLQs
- **Vocal Improvement (individual and chorus)**
- **Chapter Growth**
- **Chapter Financial Health**
 - Quartet Performances
 - Singing Valentines
 - Quartets on Chapter Shows
- **Public Awareness**

Steps to Quarteting

- **Select a Quartet Development Chairman (QDC)**
- **Voice place each member**
 - Done as part of chorus qualifications
 - Who sings falsetto?
 - Who sings multiple parts?
- **Have members learn different parts**
 - More flexibility when quartets are forming
- **Develop list of potential quartet members**
 - Help form quartets
 - Ensure quartets get a chance to sing each week
 - Lack of interest should not deter QDC from putting together quartets **JUST FOR FUN!**

Steps to Quarteting

- **Small group workouts**
 - **The more a man sings in smaller groups, the better singer he becomes**
 - **Increases each man's confidence**
- **VLQ Program**
 - **Experienced singers with inexperienced**
 - **Chorus repertoire and special fun music**

Steps to Quarteting

- **Barberpole Cat & Harmony Classics**
 - **Quarteting is universal across the Society**
 - **Special sessions help teach the songs**
 - **Many different ways to do and recognize the members**
- **Quarteting during meetings**
 - **One quartet and/or VLQ every week**
 - **New quartet sings a Barberpole Cat or Harmony Classic**
 - **Experienced quartet sings repertoire or contest song**

Steps to Quarteting

- **Qualifying for Show or Contest**
 - **Members sing chorus music in Quartet or VLQ**
 - **Assurance to singer and MLT that singer knows music**
 - **A confidence builder**
- **Quartet Coaching**
 - **Chapter coaches**
 - **Local coaches**
 - **Chapter quartet coaching weekend**
 - **District Music Education Programs**

Feature Your Quartets

- **Yearly novice contest**
- **Tag singing contests**
- **Parade of quartets**
- **Singing Valentines**
- **Christmas Caroling**
- **Birthdays, parties, etc.**
- **Chapter Shows**
- **Competition**

Quartets and the Chorus

- **Section Leaders**
 - Can make learning tracks
 - Teach music
- **The quartet learning method**
 - Let one of your chapter quartets teach a song
 - Coach them ahead of time so chorus learns correctly
 - Keeps quartets involved
 - Gives them a sense of leadership
- **Training/evaluation by quarteting**
 - Predefine expectations of singers
 - Everyone sings as part of a quartet

Quartets and the Chorus

- **Additional Benefits of Quartets in the Chorus**
 - **Carrying the Chapter flag**
 - **Membership in the chapter**
 - **Paying your quartets**
 - **Mutual support**

Singing Valentines

- **Quartet Training – start early**
 - **Teach in Chorus setting**
 - **Create quartets; mix and match from Chapter**
 - **Look and sound good**
 - **Sing in front of Chapter or Music Team**
- **The Presentation**
 - **A good impression - whether school or business we should deliver our message and move along**
 - **One song is enough!**
 - **Stay focused - and sing from the heart**
 - **Be prepared for tears, visitors, and surprises**

Overview

- Introductions
- Chapter Mission Statement
- The Music Leadership Team
- Planning & Budgeting
- Chapter Meetings
- Quartet Support and Development
- **Recruiting, Orientation & Retention**
- Chorus Membership Requirements
- Performances

Recruitment

- **Relates to Chapter Goals**
- **How big should a chapter be?**
- **Who should we pursue? - or, Be careful what you ask for because you just might get it!**
 - **“Is he breathing?”**
 - **Trainable & trained singers**
- **Guest nights**
- **Prospective member expectations**
- **Chapter expectations**
- **Finances**
- **Voice Placement / Auditions**

Elements of Orientation & Retention

- **Mentor (Buddy) program**
- **Routing form**
- **Riser placement**
- **Society & Chapter history**
- **Music & choreography education**
- **Celebration of first performance!!!**
- **Tracking attendance**
- **Lifblood check - are we giving them what they want?**

Music Team Working With the Membership Team

- **Establishing guest nights**
- **Voice placing visitors and guests - auditioning prospective members**
- **Monitor progress of guests and new members**
- **Learning chorus repertoire as part of chapter indoctrination process**
- **Monitor musical progress of new members as function of retention**

Music Team Working With the Membership Team

- **Rookie School**
 - **All the new guys for defined period**
 - **Learn chorus repertoire, Barberpole Cats, Harmony Classics**
 - **Get vocal training**
 - **Develop performance skills**
 - **Learn about the history of the Society**
 - **Intro to quarteting**

Overview

- Introductions
- Chapter Mission Statement
- The Music Leadership Team
- Planning & Budgeting
- Chapter Meetings
- Quartet Support and Development
- Recruiting, Orientation & Retention
- **Chorus Membership Requirements**
- Performances

Chorus Membership Requirements

- **Tied to Mission Statement**
- **Attendance requirements**
- **Performance standards:**
 - **Established for “Performing Chorus”?**
 - **Visual & vocal standards**
 - **What constitutes “performance ready”?**
 - **Other?**
- **What’s the Music Team’s responsibility in improving the chorus’ capability to sing better?**

Overview

- Introductions
- Chapter Mission Statement
- The Music Leadership Team
- Planning & Budgeting
- Chapter Meetings
- Quartet Support and Development
- Recruiting, Orientation & Retention
- Chorus Membership Requirements
- **Performances**

Chorus Performance Standards and Requirements

- **Adequate notification to chapter**
- **How often to perform?**
- **Venue requirements; stage, house, foyer, dressing, restrooms, disabled, load-in, sound, lights, safety, etc**
- **Type audience**
- **Length of performance**
- **Use chorus manager for logistics planning**
- **Chorus requirements?**
- **Compensation?**

Chorus Performance Activity Levels

- **Basic Activity Level**
 - Basic singing skills
 - “Fun” singing – Barberpole Cats & Harmony Classics
 - Develop a repertoire
 - Create a package
 - “Just us” shows
 - Harmony for Lunch
 - Performance fundamentals
- **Intermediate Level**
 - Craft Sessions
 - Sectionals
 - Outside coaching
 - Performance standards
 - Annual Show
 - Contest
- **Advanced Level**
 - Theatrical performances
 - High profile venues
 - Symphonies & arts
 - Musical Excellence

Types of Performances

- **Chapter Performances**
 - Annual Shows
 - Chapter Shows; SPEBSQSA, SAI, HI
 - Christmas Cabaret
 - Installation Banquet
- **Chapter visitations**
- **Civic/Community:**
 - National Anthem & Patriotic songs
 - Parades (don't sing, use tapes & wave a lot)
 - Street or County fairs; chorus, strolling quartets, booth
 - Community & Summer Concert series
 - Police/Fire department annual memorial services
 - Holiday Chorus

Types of Performances

- **Senior Citizen Communities**
 - community centers, trailer parks, Leisure World
- **Military Shows**
 - Local base open house, WWII reunions, Memorial Day, Reserve or Guard functions, associations
- **Malls**
- **Schools and Churches**
 - YMIH, Keep America Singing
 - Church socials, choir substitute, combined chorus/choir
- **Hospitals**
 - At Christmas
 - Children's & Retirement/Convalescent Homes

Types of Performances

- **Fundraisers**
 - Community, schools, churches
 - Public Television - “Keep America Singing”
- **Conventions**
- **Corporate/Stockholder Meetings**
- **Service Organizations**
- **Singing Valentines**
- **Mothers Day**
- **Other:**
 - Museums, societies, music festivals, bowl shows, farmers market, reunions

Selecting Repertoire

- **Review regularly and at Yearly Planning Session**
- **Show and Competition**
- **Opener, easy beat, ballad, novelty (patriotic, spiritual, comedy, solo), closer**
- **Theme Packages & visual possibilities**
- **Music suitable to the performer (degree of difficulty)**
- **Sources:**
 - **Barbershop Arrangement Catalog and Old Songs Library Legal Unpublished Arrangements (Society website)**
 - **Music Premiere Program / Free 'n' Easy Program**
 - **Harmony Classics**
 - **Show Scripts**

Resources Available

- **The Music Leadership Team**
 - Chapter 8 - Quartet Activities
 - Stock Number 4042
- **SPEBSQSA Music Catalog**
 - 800-876-SING
 - www.spebsqsa.org/arrangements
- **An Information Manual for Barbershop Quartets (Stock # 4093)**
- **Barbershop Arrangements (Harmony Marketplace)**
- **Harmony Classics**
- **The Barberpole Cat Program and Songbook (Harmony Marketplace - Stock # 6053)**
- **Harmony Marketplace Catalog**
- **Successful Performance for the Quartet and Chorus**
- **Singing Valentines Manual (Stock # 4058)**
- **Building a Better Chorus (Lyne Video)**